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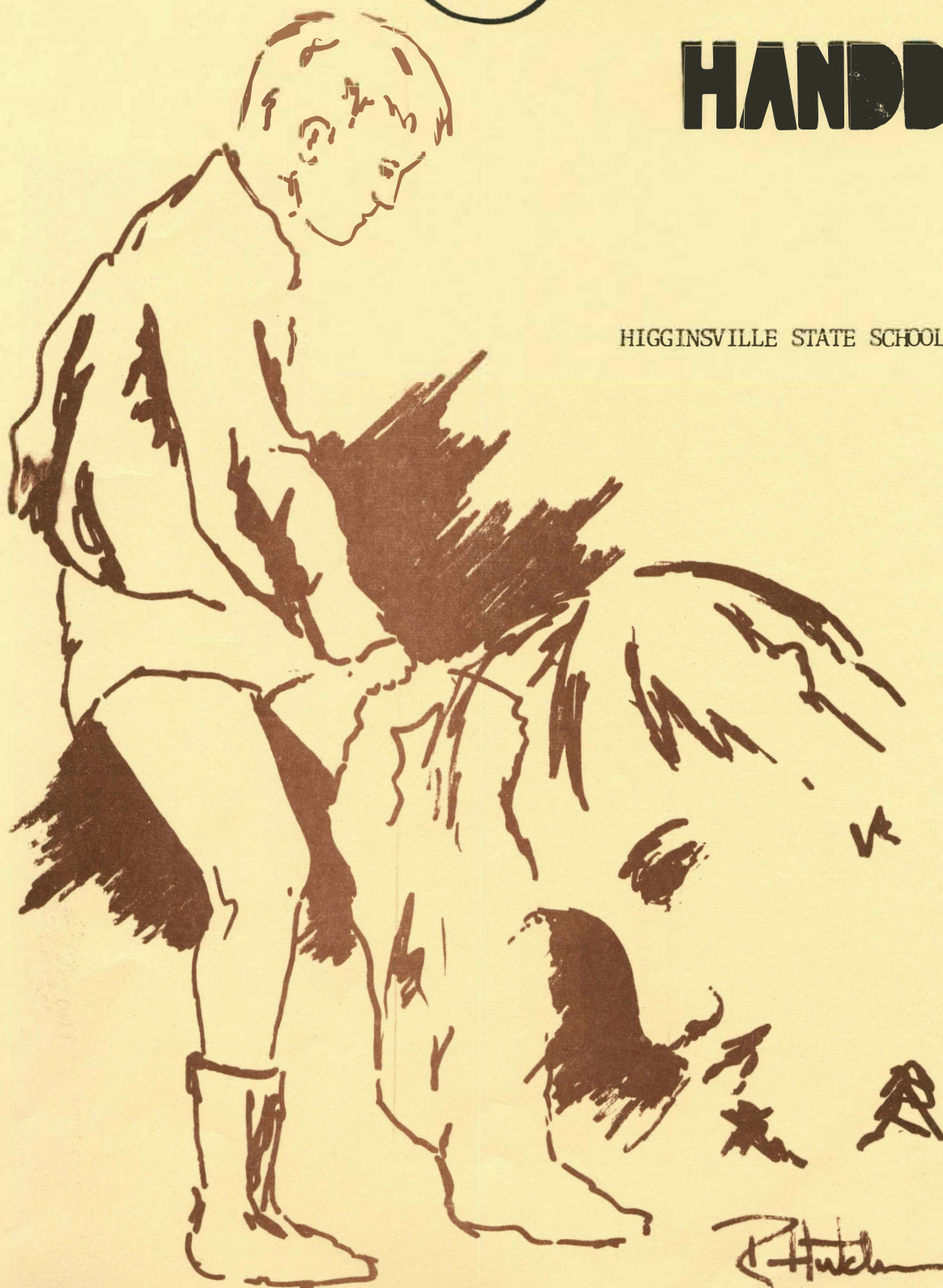


# Student

## HANDBOOK

HIGGINSVILLE STATE SCHOOL AND HOSPITAL

August 1976



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STUDENT HANDBOOK  
OF THE  
HIGGINSVILLE STATE SCHOOL AND HOSPITAL  
HIGGINSVILLE, MISSOURI

A Facility of the  
Department of Mental Health  
Dr. C. Duane Hensley, Acting Director  
Section of Mental Retardation  
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Prepared and Published  
by  
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OF THE  
Higginville State School and Hospital

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WELCOME...

As a new student at the Higginsville State School and Hospital, you probably have many questions about your rights and privileges, our rules and regulations, and how long your stay here will last.

That last question is one that can't be answered right now. We can tell you, however, that the efforts of every staff member involved in your treatment are directed toward helping you to make your stay both beneficial and enjoyable.

If you have other questions, or would like further explanation of some listed here, please ask your cottage aide or request to talk with your Unit Director or Cottage Life Supervisor or Social worker. They are here to help you and can do the job best if you feel free to talk with them about your questions and problems.

The staff of the Higginsville State School and Hospital hopes your stay here will be a learning experience on your road to success.

ARA. L. MORRIS  
Superintendent  
Higginsville State School and Hospital



### WHERE IS THE HIGGINSVILLE STATE SCHOOL AND HOSPITAL LOCATED?

The Higginsville State School and Hospital, in Higginsville, Missouri, is about 50 miles east of Kansas City. The facility is a part of the State Department of Mental Health which serves Missouri citizens who need special training and education.

Frequently residents ask. . .

### WHY AM I HERE?

One of the Regional Clinics or State Hospitals sent you because it was felt you would benefit from special training that is available at this facility. Your family may have wanted you to have this opportunity or the court may have decided that it is the best program for you.

### WHO ARE THE PEOPLE INVOLVED IN MY TREATMENT?

1. The Cottage Aide. He or she will be your constant contact, day by day and hour by hour. Aides are part of our facility's nursing service staff and attend special classes which prepare them to give psychiatric nursing care. Your cottage aide is your primary link to the other people on the staff who are involved in your treatment.

2. The Cottage Life Supervisor. This person is in charge of the cottage and all the residents living there. He or she is directly responsible for your welfare and reports to the Unit Director.

3. The Registered Nurse. She provides skilled nursing care in the acute section which is called the infirmary. Or, as a supervisor, she directs and trains cottage aides in good nursing care practices.

4. The Social Worker. You probably talked with the social worker after you were admitted. He or she may have asked some questions about your life history in order to give the staff a clearer picture of your background needs. He or she probably explained some rules and routines of the facility and answered whatever questions you had.

Your cottage social worker may talk and correspond with your family and he or she will be interested to chat with you when you ask to see him or her.

One of the social worker's important jobs concerning you is discharge planning. He or she wants to be sure you will get along well after leaving the facility and may refer you to helping resources in your home community.

5. The Unit Staff. Each Unit has a treatment team which regularly reviews each resident's treatment program and progress. The team is your helping hand and plans your activities so that you may benefit from your stay here. Upon admission, this team makes up a Treatment Program designed just for you. This plan provides goals and objectives for you to work toward during your stay.

6. The Doctor. The doctor is responsible for your total medical treatment. Under his direction you are assigned to various therapeutic activities, receive medication, and receive permission for various privileges.



7. The Psychologist. His or her job is to gain knowledge about you through various testing procedures in which almost all residents may expect to take part. He or she will make recommendations for various programs and activities that will be beneficial to you.

8. The Teacher. Classes are held in the Ragland Education Building and in the cottages. You will have a school schedule set up that may include academic classes, therapeutic activities, recreational activities, and work skill training depending on your needs.

#### WHAT WILL I BE DOING WHILE I AM HERE?

First of all, you will be enrolled in school classes which will include some or all of the classes in reading, writing, arithmetic, spelling, social studies, vocational education, gym, swimming, ceramics, weaving, sewing and homeliving. You will also get involved in recreational activities such as going to the circus, state fair and various outings. Speech therapy and physical therapy are available if you need it. You will also be involved in a cottage or unit program. There will be rules which the cottage staff will explain to you which you are expected to follow.

#### WHAT HAPPENS TO MY VALUABLES WHEN I AM HERE?

Valuables are listed, marked, and returned to the resident. Money is sent to the Accounting Department and can be drawn out for you when needed. Your luggage is stored in the basement storeroom of the cottage in which you will live.

#### WHAT ABOUT CARE OF MY CLOTHES?

Clothing is listed, marked, and put on your personal locker. The laundry will regularly wash and return your clothes to you. Dry cleaning may be sent to the cleaners in Higginsville. The cost is charged to your account.

#### WHAT CLOTHING DO I NEED?

If you need additional clothing other than what you bring when admitted, it is obtained from the clothing room. If you buy or your relatives bring you additional clothing, please give it to the cottage aide so it can be marked. This is your protection against clothing loss. Clothing may also be purchased with funds provided through Social Security or other benefits you may have.

#### WHAT ABOUT MONEY?

If you have any personal funds, an account in the Accounting Department in the Administration Building is set up and you can draw from it to buy snacks, cigarettes, toilet items and other small items that are available in the Canteen. If you receive money from friends or relatives, directly, or by mail, be sure it is deposited in your account for safe keeping.

From time to time you may need spending money to use in the canteen or for special field trips, etc.



### WHEN CAN I HAVE VISITORS?

Visitors are encouraged to visit on weekends or on week days between the hours of 8:00 a.m. and 4:30 p.m. All visitors need a visitor's permit which is obtained from the receptionist in the Administration Building or in the Cottage Life Supervisor's Office. The permit must be left with cottage personnel when the visitors come to your cottage.

### I NEED A HAIRCUT, WHERE CAN I GET ONE?

A beauty shop and a barber shop are located on the grounds. They are available for your use on a no-charge basis, on a regular schedule. Should a special occasion be coming up for you, ask your cottage aide to make a special appointment.

### ARE THERE CHURCH SERVICES I CAN ATTEND?

Yes. Chaplains from the Catholic, Protestant and Jewish faiths hold regular services on the school grounds. Protestant services are held on Sunday morning, Catholic Mass on Friday morning and Jewish services are held once a month at Marshall. With proper authorization, you may wish to attend Church Services in Higginsville on Sunday mornings.

### WHAT ARE MY CIVIL RIGHTS WHILE I AM HERE?

You are entitled to exercise all civil rights including "the right to dispose of property, execute instruments, make purchases, enter contractual relationships, and vote" according to Section 3 of Missouri Law 202,847, unless you have been declared incompetent by a court and have not been restored to legal competency.

You should write to your county clerk for an absentee ballot if you wish to vote in an election. The Higginsville State School and Hospital complies with the Missouri Department of Mental Health code for resident's rights.

### IF I WANT TO GO HOME FOR A VISIT, HOW DO I ARRANGE IT?

You should ask to talk to your social worker. He or she will consider your request and talk with your family about scheduling arrangements. Usually, a resident goes home for a brief visit -- perhaps over the weekend -- at first. When you get permission for a visit like this, you are expected to be back at your cottage on a specified date.

Later, your social worker may suggest a trial visit. In this case, you return to your community for a "testing period" to see if you are ready to leave the facility permanently. This visit usually lasts a year.

During either the brief visit or a longer trial visit, you are still carried on the facility's rolls and may return at any time if the need arises.

### WHAT DO COMMUNITY SPONSORS DO?

Sponsors of our residents are important links to the outside community. Many volunteer come singly or in groups to help with mending and entertaining of residents. Some volunteers can sponsor a student by helping him or her with special activities throughout the year. The sponsorship program is a way of meeting new friends and visiting different places.



### WHY DO SO MANY RESIDENTS TAKE MEDICINE?

Almost all Higginsville State School and Hospital residents, at one time or another, take certain kinds of medicines. The use of medicine can help residents overcome and later control their moods and feelings. It also helps in the treatment of other conditions.

Often, residents who were not able to participate in activity therapies are now able, with the use of medication, to become involved.

If you are receiving medicine, please remember that the kind and amount given you by the aide is carefully prescribed by the doctor.

### WILL I TAKE MEDICINES AFTER I LEAVE THE FACILITY?

Possible, if you need it, the doctor will tell you the kind and dosage.

Although it may be difficult at first, please try to remember to take it while you are home.

One of the reasons a person returns to the facility after going out on trial visit or being discharged is that he stops taking his medication. He might decide he feels well enough to stop -- doesn't need it anymore. Or he may think it's too troublesome to remember to take, or simply forget. Or, it might be too expensive for his budget.

In this last case, do talk with your social worker. He or she may help you get financial aid.

Do guard against slipping into one of these traps, and stay healthy mentally and physically.

### IF I NEED IT, IS MEDICAL TREATMENT AVAILABLE HERE?

Yes. The facility has an infirmary where you are sent if you become too ill to stay in your cottage. If you need to be hospitalized, you are sent to Marshall Acute Hospital, University of Missouri Hospital, or a hospital of your parent's choice. Should you need glasses, or dental care, you are taken to doctor's qualified to give these services or to doctors of your parents' choice.

### WHEN AND HOW CAN I LEAVE?

Each resident here has treatment goals set up by the clinic which referred him. When the treatment team feels as though you have reached these goals, you will be able to leave. You can ask your social worker or Unit Director about your specific goals while here at Higginsville.

When it is time for you to leave, arrangements are made with your parents, the clinic, and/or the court for your return to the community. You may go home, or into an extended care home or to the home of a relative or to the Vocational Rehabilitation Unit at Marshall. You may get a job in a sheltered workshop or go out on a work placement, or return to school -- whichever is best for you. After a month or two away from the facility, your files will be transferred to one of the clinics. A social worker will be assigned to you to help you solve any problems that might come up.

Should you have any problems after you return to the community, we will always be here to help in any way we can.

Good Luck!